

All members of the Urban Education Network help determine program priorities. For guidance, the members rely upon data retrieved from local, state, regional and national sources. In addition, specific issues arise addressing contemporary events, legislative concerns and current trends. The priorities of the UEN continually evolve, reflecting the changing needs of urban students, families and communities.

By-laws

The Urban Education Network of Iowa is organized and governed in accordance with the official by-laws as revised.

Steering Committee Membership

The UEN Steering Committee shall consists of eight representatives of the original charter member districts; Cedar Rapids; Council Bluffs; Davenport; Des Moines; Dubuque; Iowa City; Sioux City; Waterloo four superintendents and four board members. Steering Committee members serve a four-year term on a rotation schedule. Only superintendents of charter district members shall serve as chairperson.

Steering Committee Membership 2014-2018

Charter District Members

Year	Chair	ChairElect (1)	ChairElect (2)	Past Chair	Board Member I	Board Member II	Board Member III	Board Member IV
2014-15	Dubuque	Waterloo	Iowa City	Cedar Rapids	Davenport	Des Moines	Sioux City	Council Bluffs
2015-16	Waterloo	Iowa City	Davenport	Dubuque	Des Moines	Sioux City	Council Bluffs	Cedar Rapids
2016-17	Iowa City	Davenport	Des Moines	Waterloo	Sioux City	Council Bluffs	Cedar Rapids	Dubuque
2017-18	Davenport	Des Moines	Sioux City	Iowa City	Council Bluffs	Cedar Rapids	Dubuque	Waterloo

Executive Director

The Steering Committee is empowered to employ an Executive Director to serve as the chief administrative officer of the organization.

Membership fees

Member districts are annually assessed a membership fee as determined by the Steering Committee.

Section 1 Name of Organization

This organization is known as the URBAN EDUCATION NETWORK OF IOWA.

Section 2 Membership in the Urban Education Network of Iowa

The Urban Education Network of Iowa was established during the 1984-85 school year. The following school districts are charter members of the organization: Cedar Rapids, Council Bluffs, Davenport, Des Moines, Dubuque, Iowa City, Sioux City, and Waterloo. Any duly organized and legally constituted public school district in Iowa with two or more comprehensive high school attendance centers and/or 10,000 or more students whose composition includes the major characteristics of "urbaneness" including, population density, multi-cultural and broad and varied socio-economic and ethnic representation, may become a member of the corporation by petition to and the recommendation of the Steering Committee to the general membership, a two-thirds affirmative vote by the membership and the payment of membership dues as provided in the by-laws. Each charter member district shall be entitled to one vote.

The Urban Education Network may extend associate membership to non-charter districts upon the recommendation of the Steering Committee and a two-thirds vote of the membership. Associate Membership is available to districts with 4,000 or more students, and districts with 3,000 students combined with 40% or more of the student population identified as free/reduced price.

UEN membership entitles district participation in lobbying efforts, including UEN analysis of legislation, and UEN Day at the Capitol; (each district is scheduled for one day). Also, member districts are invited to participate in the UEN Annual Meeting (scheduled every November); and participate in UEN Job-Alike meetings. Job-Alike meetings are scheduled periodically for those staff members with the same or similar performance responsibilities.

Please note that UEN membership is NOT to be considered in-lieu-of membership in other organizations serving school districts and administrators, e.g., IASB; SAI. The UEN works closely with these and other organizations on behalf of all students.

Section 3 General Powers and Duties

The Urban Education Network shall make rules for its own governance in order to fulfill the purpose of the organization. Each year a UEN charter member superintendent serves as Chairperson-Elect and assumes the position of Chairperson the following year (one year term, July 1 through June 30). Appointment to the position of Chairperson-Elect and Chairperson is on a rotation basis.

Section 4 Chairperson

The Chairperson of the Urban Education Network shall act as president and official representative for the UEN; preside at meetings; sign all contracts; and prepare, with assistance of the Executive Director, meeting agendas. The chairperson of the Urban Education Network shall be governed by Robert's Rules of Order, Newly Revised except as otherwise directed by the membership.

Section 5 Steering Committee

The Steering Committee shall meet in the capacity of the board of directors and be composed of eight members as previously set forth. Every consideration shall be given to an equitable rotation of these leadership positions among the charter member districts. The executive director will develop and maintain a sequential leadership schedule and make it available to the member districts. The Steering Committee shall exercise the authority granted by the membership to carry out policy and conduct the operations of the organization.

Section 6 Legislative Priorities

UEN legislative priorities are to be determined annually in accordance with the following process: 1 Executive Director elicits from each member district, suggested legislative priorities; 2. Executive Director and Chairperson compile suggestions and formulate proposed list; 3. Executive Director forwards to member districts the proposed list of legislative priorities for comment and feedback; 4. Steering committee vets the feedback of the member districts and approves a slate of legislative priorities to be presented to the members attending the annual meeting. 5. Final approval of UEN legislative priorities is determined by those attending the annual November meeting, with each member district allotted one vote.

Section 7 Executive Director

The Urban Education Network shall hire an executive director to carry out the functions of the organization as determined by the membership. The Steering Committee shall be empowered to employ the Executive Director and other staff as appropriate. The executive director shall carry out the policies, resolutions and other directives of the Urban Education Network consistent with the mission and objectives of the organization and other duties as specified in the position description. Included in the position description will be the responsibility for keeping records of all proceedings of the Urban Education Network, financial records, correspondence, and historical documents. The executive director will issue a quarterly financial report to the Steering Committee.

Section 8 Filling Vacancies

In the event of a vacancy created by a member district choosing not to appoint a board member to serve on the Steering Committee, the district next in rotation will be invited to appoint a board representative to serve. Vacancies among the superintendent members of the Steering Committee will be filled by the Steering Committee.

Section 9 Code of Ethics

The Urban Education Network acknowledges the following code of ethics. Member Districts will:

- Respect the opinion of others.
- Be motivated only by an earnest desire to achieve the goals of the Urban Education Network as stated in the Mission Statement, Objectives and Guiding Principles.

- Not use the Urban Education Network for personal advantage or the advantage of friends or supporters.
- Abide by the majority decisions of the Urban Education Network.
- Try to keep informed on issues of significance to the organization so that each member district may become a better and more effective Urban Education Network member.

Section 10 Membership Meetings

The Urban Education Network will meet in Des Moines, Iowa for the annual meeting, and at other such times as agreed upon. The chairperson or any three member districts may call a special or an emergency meeting of the organization at any time. Adequate notification of such meetings will be accorded the membership.

Section 11 Agendas for the Steering Committee Meetings

An agenda shall be submitted by the executive director or his/her designee to the members of the Steering Committee at least five days before any regular meeting. Individual members may suggest agenda items to the chairperson, executive director or bring items to the Steering Committee meeting under the topic of new business.

Section 12 Quorum for Steering Committee Meetings

A majority of the Steering Committee members shall be present to constitute a quorum for the transaction of business. A majority vote of members present shall be necessary and sufficient to pass any motion or to take any action.

Section 13 Minutes and Communications

The executive director will share in the responsibility of recording, filing and distributing to the membership accurate minutes of all Steering Committee meetings. The notes of all general meetings are available to interested parties. All Urban Education Network communications will be submitted in tandem to the superintendent and to the Board Representative of each member district.

Section 14 Membership Fees

The Steering Committee annually determines membership fees. The membership fees shall be effective from July 1 to June 30 and are payable prior to September 15.

Section 15 Amending These By-laws

These by-laws may be amended by a majority vote of the Steering Committee and endorsed by a majority of the charter member districts. Proposed amendments shall be submitted in writing and sent to the membership seven days prior to a vote.

Amended, April 1995

Amended, April 1996

Amended, April 2002

Amended, April 2005

Amended, November 2008

Amended, June 2013

Updated, May 2015